

## Catered by Sponsor

Tel: 613 533-2953

Victoria Hall, E022  
Queen's University  
Kingston, Ontario, Canada  
K7L 3N8  
[queensu.ca/food](http://queensu.ca/food)

Your package contains:

- Food Service Request Form
- Hand Washing Procedures
- Special Events Application: this form is found online on the KFL&A Public Health website (Link Provided). **Reply may take several days and approval must be granted in order to qualify your event. Without approval from the KFL&A Public Health Office your request will not be granted.**
- Special Events Checklist from KFL&A Public Health (Link Provided)

The steps listed below should be followed prior to your event:

- Book your room or area and commercial kitchen if necessary, through the appropriate booking office (such as the Student Life Centre, General Office, Room Reservations, Event Services or the specific Faculty or Department, etc.).
- Provide as much information in detail as possible on the forms to avoid delay.
- Once the necessary paper work has been completed, return as a package, to the Hospitality Services Office, Room E022 Victoria Hall, for processing (**at least 2 weeks in advance**).

The Administration of Hospitality Services will send confirmation if your request has been approved or declined, by e-mail or phone. It is important to leave a phone number and email address where you can be reached during the day. If you do not hear from us several days after submitting your forms please call us to follow up.

If you have any questions, please call Hospitality Services Office (613) 533-2953. Our fax number is (613) 533-6665.

# Queen's University Food Service Request Form

Return to the Hospitality Services Office: Victoria Hall, E022, Queen's University  
Tel 613 533-2953

<p style="text-align: center;"><b>EVENT INFORMATION</b></p> <p>Type of Request (please check one)</p> <p><input type="checkbox"/> Bake Sale</p> <p><input type="checkbox"/> Employ a Caterer off Campus (Provide name of caterer) _____</p> <p><input type="checkbox"/> Pot-Luck</p> <p><input type="checkbox"/> Catered by Sponsor</p> <p><input type="checkbox"/> Outdoor BBQ</p>	<p>Is this event</p> <p><input type="checkbox"/> Open to the public?</p> <p><input type="checkbox"/> By Invitation only?</p> <p>Will tickets be sold to the event?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Student Event?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Will food be sold?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>I acknowledge I have completed the Facilities Event Waste Planning Checklist at least 7 business days in advance of the event start date.</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>**Additional waste diversion questions can be sent to <a href="#">Facilities</a>.</b></p>
Group/Department name:	Event:
Date:      Day      Month      Year	Hours: from      to
Location: Room Number      Building or Specific Outdoor Location	Numbers attending:
Plans for event (brief description):	
<p><b>Sustainability is a top priority of Queen's University. We encourage our guests to enjoy events on campus with as minimal waste as possible.</b></p> <ul style="list-style-type: none"> <li>Remember that Queen's is a <a href="#">bottled-water free campus</a>. Consider pitchers of water and glasses or encourage guests to bring reusable mugs and water bottles.</li> <li>We are a Fair Trade Canada-certified campus. You are encouraged to choose a partner with Canada-certified coffee and tea products.</li> <li>Confirm an accurate count for the number of guests and finalize order size to prevent food waste.</li> <li>Make your own arrangements in advance with <a href="#">Queen's Soul Food</a> (Sept-Apr), <a href="#">AMS Food Bank</a> or <a href="#">Lionhearts</a> to donate any leftover food.</li> <li>Consider using china service instead of single-use packaging.</li> <li>Some food packaging items may not be suitable for campus collection. In the event packaging is deemed suitable for landfill only, organizers will be held responsible for the collection and removal of all associated waste and/or additional fees may apply to ensure appropriate waste diversion.</li> </ul> <p><input type="checkbox"/> <b>I have read and understand the above sustainability recommendations.</b></p>	

## NOTE

- This form must be completed at **least two weeks** in advance of the event.

2. This procedure applies to all events at which any food items are offered.
3. **No on-campus advertising for the event may occur until the Director, Business and Communications of Student Affairs and Housing & Ancillary Services has given approval.**
4. Applications are subject to restrictions on space availability and the University commercial commitment.
5. A waste collection plan must be confirmed with Facilities before approval can be granted.

### ***SPONSOR / CONTACT INFORMATION***

Name & Email (please print)

Address

Postal Code

Telephone (during the day)

*I have read this document and understand that I am responsible for running this event under the regulations set forth by the University and in accordance with the guidelines distributed by the Residence & Food Services office and the KFL&A Public Health Office. Signature\_\_\_\_\_*

**Date\_\_\_\_\_**

REFERENCE (for office use only)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>Bake Sale</b>            | <input type="checkbox"/> Health regulations on bake sales | <input type="checkbox"/> Hand Washing                  |
| <input type="checkbox"/> <b>Caterer</b>              | <input type="checkbox"/> Copy of caterer's insurance      |  |
| <input type="checkbox"/> <b>Potluck</b>              | <input type="checkbox"/> Copy of guidelines               | <input type="checkbox"/> Hand Washing                  |
| <input type="checkbox"/> <b>BBQ</b>                  | <input type="checkbox"/> Guidelines for outdoor BBQ       | <input type="checkbox"/> SOP Authorization             |
| Handling   | <input type="checkbox"/> Hand Washing                     | <input type="checkbox"/> Safe Food                     |
| <input type="checkbox"/> <b>Catered by Sponsor -</b> | <input type="checkbox"/> SOP Authorization                | <input type="checkbox"/> Safe Food Handling Procedures |
|  | <input type="checkbox"/> Hand Washing                     |  |

Authorized Signature\_\_\_\_\_

Date\_\_\_\_\_

Director, Business Development and Communications | Student Affairs, Housing and Ancillary Services

## **HAND WASHING PROCEDURES FOR FOOD SERVICE WORKERS**

**Fact:** The hands are the number one source of spreading food-borne illnesses.

**Fact:** Proper, frequent hand washing can minimize the spread of such illnesses because hand washing breaks the chain from contamination to food.

### **The Facts on Proper Hand Washing Procedures**

#### **How:**

- Wet hands thoroughly. This helps increase the effectiveness of the soap.
- Apply soap using friction. Lather well for a least 20 seconds. Pay special attention to fingertips and thumbs.
- Rinse well, holding hands downward.
- Dry hands thoroughly with paper towel; use paper towel to turn off taps. At home, try to use individual towels, and wash towels regularly.
- Properly dispose of paper towel.

#### **What with?**

- Soap

Kflaph.ca

- Running water, water should be warm, but not hot enough to burn skin

**When:**

- After coughing, sneezing, combing or touching your hair, or touching your face
- After using the restroom, smoking, eating, and after any breaks
- Before and after smoking cigarettes
- After working with raw foods, wash hands before working with cooked foods
- After taking out the trash, touching dirty dishes, utensils, or equipment
- After any potential cross-contamination, such as shaking someone's hand, handling cash, using the telephone

**KFL&A Special Events Application Form**

<https://kfla.formbuilder.ca/Environmental-Health/Special-Event-Application-Form>

**KFL&A Special Events Checklist for Food Vendors**

<https://www.kflaph.ca/en/healthy-living/Food-Safety.aspx>